



## DATA ANALYST & INSIGHTS MANAGER

### MARCH 2021, FULL-TIME 3 YEAR FIXED TERM

The Sutton Trust is a foundation committed to improving social mobility in the UK. Our work is focused on improving social mobility through education opportunities. We want to level the playing field for young people from low and middle income backgrounds so that they have a fair chance of accessing leading universities, apprenticeships and jobs.

We do this through:

- **Evidence based programmes:** Our programmes support 5,000 young people each year, boosting their aspirations and helping them to make informed decisions about their next steps. We have ambition to grow our beneficiary reach in the immediate and long term.
- **Research:** Our research identifies the root causes of education inequality and promotes effective solutions to combat them.
- **Policy advocacy:** Our advocacy work makes sure social mobility stays at the top of the political agenda and is reflected in national policy debates.

The Trust is recruiting a creative and committed Data Analyst and Insights Manager to join a small, high-performing team. This role will use insights from data science to enhance the work of both our Research & Policy and Programmes teams, coordinating and leading projects across both areas of the Trust. The role will sit within the Trust's Communications, Research and Policy team and will also be embedded in our Programmes team. It will play a key part in the Trust's ambition to maximise the benefits of combining both a programme delivery and policy advocacy function under the same roof.

Reporting to the Associate Director of Research and Policy, the successful candidate will play a significant role in developing the Trust's data expertise and outputs, particularly as it relates to the goals of its programmatic work: improving access to selective universities and long-term career prospects for those from less well-off backgrounds. This will include using data collected by the Sutton Trust on its programme participants in order to better understand the needs of the group and how the Trust can develop its offerings to serve them most effectively. It will also include the use of both Sutton Trust data and wider sources of data, including administrative and longitudinal datasets, to build our understanding of how to improve access to selective universities, and ultimately social mobility for this group.

These learnings will help to produce both internal outputs to inform our programmatic approach and strategy, as well as original, policy relevant published research reports, bolstering the evidence base for improving fair access to university. The role will also provide general analytical support for the programmes and advocacy work of the Trust, including performing ad hoc pieces of analysis as required, and overseeing other members of staff's work on data outputs.

Please note that due to the current Covid-19 government guidance the Sutton Trust offices are closed, meaning the successful candidate is likely to be working remotely initially.

#### Main duties

- Using data insights to support the development of Sutton Trust programme content, policy and future strategies by better understanding our target population

- To lead on the analysis of data collected on Sutton Trust programme participants, including our existing store of data, and developing future data collection and analysis
- To produce externally published research reports, using data from our Programmes team, or using external data with relevance to the cohort of target students, including administrative datasets such as the National Pupil Database
- Advising on data/analysis issues, including setting up a data collection structure for our new digital platform, Sutton Trust Online
- Supporting on the existing programmes evaluation portfolio, including working with external evaluation partners
- To contribute to the development, and analysis of, new longitudinal datasets, including working with external collaborators.
- Working with the Programmes team and the Communications team to develop how we communicate our impact and lessons learned to others in the sector.
- Working with the Associate Director of Research and Policy to develop and shape research projects relevant to both teams.
- Developing content for Trust events, working with other staff as appropriate
- Other duties as necessary from time to time, including additional analysis and research as required, from both the Programmes team and the Communications, Research and Policy team.

## Person Specification

We welcome applications from individuals who have or are:

- Strong analytical skills and understanding of research methods, particularly quantitative research and impact evaluation.
- Good experience of programming analysis in R/SPSS/Stata/Python or equivalent.
- Ability to clean, manipulate and manage large datasets.
- A qualification in a numerate discipline, including statistics, mathematics, economics, computer science, data science or similar discipline in the social or natural sciences, either at degree or postgraduate level, or comparable experience.
- Ability to communicate complex data in accessible terms to different audiences, including in a policy context. Excellent verbal and written communication skills
- Experience in using data visualisation to communicate insights.
- High degree of initiative and the ability to take responsibility for projects.
- Personable, flexible and discreet; able to fit in to a small team.

We are also looking for an individual who:

- Is sympathetic to the aims of the Trust and its mission to address educational disadvantage
- Has experience working with large survey or administrative datasets, for example the National Pupil Database, HESA Student Record, national longitudinal studies or equivalent. Some familiarity with Customer Relationship Management systems such as Salesforce would also be beneficial.
- Has some understanding of MySQL/NoSQL or equivalent, which would be beneficial
- Has an understanding of the English education system and issues related to widening participation in higher education and social mobility.
- Has first-class interpersonal skills - a natural ambassador able to represent the Sutton Trust in a range of settings.
- Is eligible to work in the UK\*

## Terms of Appointment

- Salary: c£40,000-45,000 per annum, dependent on experience
- Contract: Full time, 3 Year Fixed Term – extendable subject to funding
- Office location: The Sutton Trust, 9th Floor, Millbank Tower, 21-24 Millbank, London, SW1P 4QP. Please note the Sutton Trust team are currently working remotely.
- Hours: The standard working hours are 9am to 5pm, Monday to Friday and may also be required to attend events / meetings outside of their normal working hours during weekday evenings and occasionally at weekends
- Annual leave: 27 days per annum plus bank holidays
- DBS check may be required
- Additional: The successful candidate will be invited to join the Sutton Trust's contributory pension scheme (subject to the conditions of the scheme) which includes a 6% employer pension contribution

## Safeguarding statement

The Sutton Trust believes that a child, young person or vulnerable adult should never experience abuse of any kind. We all have a responsibility to promote the welfare of all children and young people and to keep them safe. Therefore all posts undergo a safer recruitment process, including but not limited to, disclosure of criminal records where necessary and eligibility to work in the UK. We have procedures in place to promote safeguarding and a safe culture at the Trust.

## To apply

Please download the candidate application pack from our website, complete the application form, and submit it to [jobs@suttontrust.com](mailto:jobs@suttontrust.com).

The applicant pack includes:

- Job description and person specification
- Application form
- Equal Opportunities Monitoring form (optional)

Applications should reach us by **5pm on Monday 12<sup>th</sup> April 2021**, with first round interviews held on **Friday 23<sup>rd</sup> April** and second round interviews on **Thursday 29<sup>th</sup> April**.

**Please note that interviews will be held over Zoom.**

Please state your name and the role you are applying for in the subject line of the email, and it would also be greatly appreciated if you could note where you saw this job advertised.

If you require any materials in an alternative format, or have any questions, please get in contact with us on [jobs@suttontrust.com](mailto:jobs@suttontrust.com).

Any information you provide as part of your application will be treated as confidential and managed in accordance with relevant data protection legislation and guidance. Our privacy statement can be found [here](#).

\*Please note that we are unfortunately not a licensed visa sponsor.